

## Loan Periods and Fines:

Section 714.5 of the Code of Iowa provides for the return of library materials and makes it a criminal offense if materials are intentionally not returned. A drop box is provided for return of materials during hours when the Library is closed.

Following is a list of loan periods and fines for library materials:

Material Type	Loan Period	Fines	Renewals	Maximum Fine	Replacement Cost
Books	3 weeks	15¢/day	Two	\$7.50 or cost	Item cost + \$7.50
Magazines	3 weeks	15¢/day	None	\$7.50 or cost	Item cost + \$7.50
Popular Demand Items	2 weeks	15¢/day	None	\$7.50 or cost	Item cost + \$7.50
Compact Discs	3 weeks	15¢/day	Two	\$7.50 or cost	Item cost + \$7.50
Audiobooks	3 weeks	15¢/day	Two	\$7.50 or cost	Item cost + \$7.50
Movies	3 days	50¢/day	Two	\$7.50 or cost	Item cost + \$7.50
Interlibrary loan	Varies	50¢/day	None	\$7.50 or cost	\$50.00 + \$7.50
Equipment*	1 night	\$5.00/day	None	\$50.00	Item cost + \$7.50

\*Equipment checkout requires a \$30 refundable damage deposit.

Fines will be assessed on a daily basis until returned, up to a maximum fine of \$7.50. Should an item not be returned, a processing fee of \$7.50 will be added to the cost of the item. Overdue notices will be sent 10 days after the original due date and again 28 days after the due date. A final notice listing the replacement charges will be mailed after six weeks. Accounts still owing the Library \$25.00 or more after two months will be subject to referral to a collection agency.

Fines must be under \$5.00 in order to check out.

Materials may be renewed in person or by telephone, providing no one else is waiting for that item. If an item is checked out, a hold may be placed on it and the patron will be notified when it is available. In addition, items not owned by the Library may be requested through interlibrary loan. A fee for interlibrary loan items is assessed if the item is located and must be paid prior to checking out any interlibrary loan materials.

Should an item become lost or damaged beyond repair, the patron will be charged the cost of the item plus a \$7.50 processing fee. In the case of lost items, the patron will have one year from the due date to return the item. If this should happen, the patron will be reimbursed the cost of the item but not the processing fee. No refunds will be made after one year.

### Equipment:

The Library has available for rental an overhead projector. This item rents for \$5.00 per night. A \$30.00 deposit is required. This deposit is refunded if the equipment is returned in the same condition as when it was checked out. A signed rental agreement from is required. Equipment

rental is limited to registered patrons of the Library. Equipment may be used in the Community Room (if available) at no charge.

Returned Check Charge

A fee of \$30.00 will be added to a patron's account for any returned checks. Such fees (as well as the original amount) must be paid by either cash or money order before normal lending may resume.